

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-078    **Issue Date:** 04-20-15    **Closing Date:** 05-04-15

**Certificate Specialist**  
**Child Care and Development**  
**Department of Human Services**  
**Hourly Wage: \$14.56/Regular/Full-Time**

Perform clerical and financial duties responsibly in accordance with established program procedures. Requires special attention to detail, accuracy and maintaining information up-to-date using the JD Edwards financial system to process documents. Errors could result in non-compliance issues or incorrect payments making accuracy key. Must maintain strict confidentiality of payments, provider files and clientele files. Due to the nature of responsibilities, workload and sensitive situations involving clients or providers, must be able to work under pressure and stress.

**Knowledge, Skills and Abilities:**

- Must be computer literate, competent at word processing, and able to prepare spreadsheets.
- Knowledge of correct business English, including grammar, spelling, punctuation, and vocabulary.
- Knowledge of basic arithmetic.
- Knowledge of modern office equipment and practices.
- Knowledge of and ability to exercise professional telephone etiquette.
- Ability to independently prepare correspondence and reports or drafts as requested.
- Ability to learn the J.D. Edwards financial system and Tribal Child Care Data Tracker.
- Ability to perform at a high degree of professionalism
- Ability to engage conversation with walk-in clients by showing interest and concern.
- Ability to promote a positive customer service environment with a friendly attitude.
- Ability to work in stressful situations and meet established deadlines
- Ability to express ideas and convey information effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, public and private individuals, the public, and other tribal employees

**General Recruiting Indicators:**

- Minimum of at least two years of progressively responsible office work experience at level equivalent to an Office Assistant III. OR,
- Substituting for experience on a month for month basis, successful completion of college level courses or training in office principles and practices up to a maximum of six months.

**Special Requirement:**

- Required to pass a pre-employment drug and alcohol test.
- Required to successfully complete a pre-employment background check.
- Valid Washington State Driver's License with the ability to obtain a valid Yakama Tribal Driver's Permit.